

**New Jersey Department of Education  
Division of Educational Programs and Assessment  
Office of Academic and Professional Standards**

**New Jersey Candidate Subsidy Program Application  
for  
National Board for Professional Teaching Standards (NBPTS) Certification**

**First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_

**Current Mailing Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Home Telephone** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**School Name** \_\_\_\_\_

**School Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Work Phone** \_\_\_\_\_ **School District** \_\_\_\_\_

**County** \_\_\_\_\_ **County Code** \_\_\_\_\_ **School Code** \_\_\_\_\_

**Name of Certificate for which I am applying:**

**Personal Candidate Identification Number** \_\_\_\_\_

**Note:** If you should change your address, you are responsible for notifying the Department of Education of your new address.

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**Memorandum of Understanding**

I am submitting my National Board Certification subsidy application for:

Year (ex: 2012-13) \_\_\_\_\_

I have applied to National Board at [www.nbpts.org](http://www.nbpts.org) using the online application. This includes a non-refundable \$65.00 processing fee.

I understand that federal funds in the amount \$1250.00 will be requested on behalf of a candidate applying for National Board Certification and the New Jersey subsidy on a first come, first served basis. Federal funds are available from July to December of each calendar year and are subject to federal appropriation guidelines.

I understand that any unused federal funds may be redistributed to states in the spring of each year. If I apply in the winter, I understand I can be placed on a waiting list for the newly distributed funds. These funds will be granted on a first come, first served basis and are subject to federal appropriation guidelines.

I have attached proof of payment to National Board for Professional Teaching Standards for \$500 which I have paid directly to NBPTS.

**Name of Candidate:** \_\_\_\_\_  
(print full name)

**Signature of Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**New Jersey Candidate Subsidy**  
**Terms of Agreement**

I have read and understand all of the information provided by National Board on their website pertaining to my candidacy.

With the attached application, I have submitted payment of \$500 directly to National Board for Professional Teaching Standards and am submitting proof of that payment to the state of New Jersey.

I understand the New Jersey Candidate Subsidy Program Fee Structure as outlined:

Fees

\$ 500.00	Payment to NBPTS (paid by candidate)
\$ 750.00	Payment by candidate to National Board by December 31.
<u>\$1250.00</u>	Subsidy payment for assessment fees (paid by National Board for Professional Teaching standards through federal funds)
\$2500.00	Total fee for National Board Certification

I understand that the New Jersey Department of Education will complete a transmittal form which will allocate \$1250.00 in federal funds, as funds are available.

I understand that federal and state funds are available to the first 175 New Jersey teacher candidates who apply to the New Jersey Department of Education and be allocated on a first come, first served basis.

## **New Jersey Candidate Subsidy Terms of Agreement**

I understand that the New Jersey Department of Education will not pay for any additional fees related to the National Board Certification application process. Fees that will not be reimbursed or paid include: returned check fees, change of certificate area, retake applications or fees related to the retake process, change of specialty area, change of retake selection, score verification service, retake deferments, or Certificate renewals after ten years.

I understand that I am responsible for notifying the National Board and the New Jersey Department of Education in writing if I choose to withdraw from the National Board Certification process.

I meet the following eligibility requirements as outlined by National Board:

- Baccalaureate degree from an accredited institution;
- Completed 3 years of successful teaching in one or more schools; and
- Valid New Jersey teaching license for each of the three years of employment.

I understand that the National Board for Professional Teaching Standards will review my application and verify the eligibility prerequisite requirements upon application.

I agree to notify National Board and the New Jersey Department of Education in writing if I change my name, home address, school address, email address, and/or home/work telephone number(s).

I agree to release my information about my candidacy (on the National Board Application, # 38) to third parties including the New Jersey Department of Education as the third party agency that provides subsidy support for teachers seeking National Board Certification.

I agree to abide by the ethical behavior standards outlined in the Guide to National Board Certification.

**I have read, understand and agree to the terms in this agreement:**

**Name of Candidate:** \_\_\_\_\_  
(Print full name)

**Signature of Candidate:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Transmittal Information**

Please print out the application and the agreement and send to

Nancy Besant, NBPTS Subsidy Coordinator  
New Jersey Department of Education  
Division of Teacher and Leader Effectiveness  
100 River View Plaza, Third Floor  
P. O. Box 500  
Trenton, New Jersey 08625-0500

For additional information:

Fax: (609) 943-5202

Email: [nancy.besant@doe.state.nj.us](mailto:nancy.besant@doe.state.nj.us)